



ATLANTA CITY COUNCIL

LISA M. BORDERS
PRESIDENT

55 TRINITY AVENUE, S.W.
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August 15, 2005

Rhonda Johnson
Municipal Clerk
55 Trinity Avenue, SW
Atlanta, GA 30302

Dear Ms. Johnson:

Please accept Ms. Melody L. Harclerode as my appointment to the Atlanta Urban Design Commission to the position of Architect II. Ms. Harclerode has lived in the City of Atlanta for more than ten years, and is a registered architect with more than twelve years of experience in the field.

Ms. Harclerode is currently employed by the architecture firm Gardner Spencer Smith Tench & Hensley. Her credentials are attached for your review. I believe she will serve as a valuable asset to the Atlanta Urban Design Commission.

Sincerely,

A handwritten signature in black ink that reads "Lisa M. Borders". The signature is stylized with a large, flowing "L" and "B".

Lisa Borders
President
Atlanta City Council

cc: Ceasar Mitchell, Chair, Community Development and Human Resources
Melody L. Harclerode

Melody Harclerode, AIA, LEED-AP

Architect

1066 North Shore Drive
Atlanta, Georgia 30311
404.756.0723 mharclerode@Joimail.com

REGISTRATION AND ACCREDITATION

Licensed Architect, State of Georgia: License # RA010260
Leadership in Energy & Environmental Design (LEED) Accredited Professional

EXPERIENCE

Project Architect Gardner Spencer Smith Tench & Hensley, Atlanta, Georgia

2004-Present

- Eagles Landing Christian Church – managed the project, designed the building, drew construction documents, and conducted code research
- Porter School – led project through administrative variance, permitting, and certification of occupancy processes, and designed the architectural site plan
- Zen Urban Resort – created conceptual drawings and produced cost estimates for the mixed-use hotel, office, and space project
- Oglethorpe Residence Hall – coordinated the work of engineers, generated construction documents, and performed code research

Project Architect Turner Associates, Atlanta, Georgia

1999-2004

- Cascade United Methodist Church - created the master plan and space program
- Housing Authority of Birmingham District Office Building – issued contracts, provided the space program, and conducted code research
- Dynamic Metals Lofts –, coordinated the work of engineers and consultants to produce construction documents, communicated with the Atlanta Urban Design Commission to receive its approval for the design, conducted code research, and contributed to building design
- P.D. Jackson-Olin High School - produced construction documents
- Hartsfield-Jackson International Airport - coordinated the work of engineers and consultants to complete construction documents
- Savannah at Washington Park subdivision - performed construction administration work
- Greens at Snapfinger Woods – created the master plan and developed the financial proposal sent to investors and banks

Intern Architect J. W. Robinson and Associates, Atlanta, Georgia

1994-1999

- Georgia State University Art and Music Building - managed a renovation project for the conversion of art and music classrooms into computer labs, produced the construction documents, coordinated the work of engineers and consultants, supervised bidding and contract negotiations, issued change orders and punch lists, and inspected the construction site
- C.W. Hill Elementary School – managed an expansion project, completed the construction documents, and supervised the bidding and contract negotiations
- International Theological Seminary dormitory - coordinated the work of engineers and consultants to create the construction documents and supervised the bidding and contract negotiations
- Skanska USA Building - designed the millwork details and drew the construction documents
- Burke County Satellite Center - produced the construction documents

Intern Architect**William P. Joseph, Jr. Architects, Jackson,****Mississippi**

1992-1994

- Morrison Brothers Music Store - made a model and produced the construction documents
- Jackson Housing Authority headquarters - selected the interior finishes and drew the construction documents

EDUCATION**Masters in Business Administration with Real Estate Concentration Georgia State University 12/1999****Bachelor of Architecture University of Notre Dame 5/1992****Rome Studies Program University of Notre Dame 9/1989-4/1990****SKILLS**

<u>AutoCAD 14-2002</u>	<u>Construction</u>	<u>Excel</u>	<u>PowerPoint</u>
	<u>Documents</u>		
<u>Windows 98</u>	<u>Word</u>	<u>Real Estate Analysis</u>	<u>Sketchup</u>

ORGANIZATIONS**American Institute of Architects****National Council of Architectural Registration Boards****United States Green Building Council****PROJECT LIST****Atlanta, Georgia**

Eagles Landing Christian Church

Porter School

Zen Urban Resort

Oglethorpe Residence Hall

Cascade United Methodist Church

Dynamic Metal Lofts

Hartsfield-Jackson International Airport

Savannah at Washington Park Subdivision

The Greens at Snapfinger Woods Development

Georgia State University Art and Music Building

Skanksa USA Building

International Theological Seminary

C. W. Hill Elementary School

Waynesboro, Georgia

Burke County Satellite Center

Birmingham, Alabama

Housing Authority of the Birmingham District Office Building

P.D. Jackson-Olin High School

Jackson, Mississippi

Morrison Brothers Music Store

Jackson Housing Authority Headquarters